

STAFF REPORT

TO: Community Services Committee
FROM: Reserves Manager
REFERENCE: P100
DATE: 12May 2009
SUBJECT: Cemetery Standard Operating Procedures

PURPOSE

To present the Draft Standard Operating Procedures for Councils Cemeteries for approval to seek further consultation with affected parties.

BACKGROUND

As Tasman District Council has no Cemetery By-Laws or policy or procedures documents a Draft Cemetery Standard Operating Procedures document has been prepared.

COMMENT/DISCUSSION

Council owns or administers 12 operating cemeteries and two closed cemeteries and has no formal guidelines or documents that are available to Council Staff, Funeral Directors, Funeral Operators, Monumental Masons and local residents as to how Council carries out the running and operation of its Cemeteries.

It is proposed that the Standard Operating Procedures will provide the foundation for the effective running and operation of services for the cemeteries in the district.

SIGNIFICANCE

This is not significant under Council's significance policy.

AFFECTED PARTIES

Council staff, Funeral Directors, Funeral Organisers and Monumental Masons.

OPTIONS

- 1 Do nothing and continue to operate Councils Cemeteries with no procedures documentation.
- 2 Accept the Draft Standard Operating Procedures and recommend they be sent to the local Funeral Directors, Monumental Masons and Funeral Organisers for comment.

RECOMMENDATION

THAT the Committee accept the Draft Standard Operating Procedures and recommend they be sent to the local Funeral Directors, Monumental Masons and Funeral Organisers for comment.

Beryl Wilkes
Reserves Manager

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